



## SHERIFF'S SUPPORT SPECIALIST II

### *Clark County Sheriff's Office*

Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on **August 27, 2010**. **POSTMARKS ARE NOT ACCEPTED.**  
(Applications submitted on-line are due by 11:59 p.m.)

**All candidates are automatically invited to take the written exam that is scheduled Wednesday, September 8, 2010. Two exam sessions are scheduled: at 2:00 PM, and again at 4:00 PM, at the Sheriff's West Precinct, 505 NW 179<sup>th</sup>, Ridgefield, WA. See driving directions on the following pages.**

**Please carefully read application requirements listed under Selection Process.**

#### **THE JOB**

Support Specialist II's in the Sheriff's Department perform the full range of administrative support functions for the different divisions which include: Civil (assist the public with serving of civil documents such as no-contact orders, eviction notices, and restraining orders); Warrants (maintain, identify and verify misdemeanor and felony warrants); Criminal Records (maintain criminal incident reports); Jail Records (maintain inmate records); Administration (provide administrative assistance to the Sheriff, Undersheriff, Commanders and other Sheriff's administrators); and Training (assist with scheduling and record keeping of employee training). Duties typically include word processing, data entry, basic math calculations, processing forms and other paperwork, and filing. Most positions require extensive use of personal computers and terminals. Heavy public contact via phones or in person is typically a major function of these positions. This is the journey or full working level in the Sheriff's Support Specialist series and requires experience in an administrative support role.

Support Specialists in the Sheriff's Department are governed by State Civil Service laws, which requires specific recruitment and testing procedures (see attachment for details). This recruitment will be used to create a one-year eligibility list to fill current and future positions within the Sheriff's Department. The Sheriff's Department operates on a 24-hour, 7-days a week basis. Assignments and scheduling are based on a seniority bidding process. **Most new Support Specialist II's begin employment in Criminal/Jail Records Divisions and are required to work off-hour shifts of either grave or swing as well as most holidays and weekends.**

#### **QUALIFICATIONS**

- Keyboarding Test (40 WPM) Pass/fail.
- Two years or more of clerical or administrative support experience. College or business training can be substituted for up to one year of the required experience.
- Candidates should be proficient with word processing and have significant exposure to other applications including spreadsheet and database management systems.
- Candidates must have strong oral/written communications and interpersonal skills.
- Strong basic bookkeeping and/or cashiering desirable.
- Be available to work all shifts (days/swing/graveyard), as well as most weekends and holidays.
- Be able to obtain notary public status for some specialized positions such as Civil Division within the Sheriff's Office.

**Knowledge of:** general office practices, procedures, and technologies; business correspondence techniques and formats including spelling, punctuation, and grammar; basic bookkeeping; and standards for effective communication and interpersonal relations.

**Ability to:** utilize personal computers and other standard office equipment; develop and maintain effective working relationships; communicate effectively with callers, visitors, customers, and the general public; produce timely and quality documents, forms, and reports; and be proficient in various computer application software.

#### **SALARY**

The salary range is \$15.37 – \$19.66 per hour. Typically, starting salary is at the entry level. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, and sick leave and retirement. This position is represented and requires membership in the Sheriff's Support Guild.

## **SELECTION PROCESS**

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. In addition to the application, all candidates must submit a successful typing certificate (net 40 wpm).

### **Typing Certificates:**

Verifiable typing certificate must be submitted to the Clark County Human Resources Department **by the closing date of August 27, 2010**. A certificate may be obtained without charge from Northwest Staffing Resources, 315 W. Mill Plain Blvd. Suite 100, Vancouver, WA. To make an appointment, call (360) 695-4900. Successful certificates must be based on a five (5) minute test, a maximum of five (5) errors overall, and a **net minimum typing speed of 40 wpm**. (*To calculate: Gross typing speed minus error equals net typing speed*).

**Typing certificates** may be obtained from other verifiable sources, but must meet the requirements as outlined above. (Candidates may submit typing certificates obtained within the last 12 months from this recruitment, provided the certificate reflects a five minute test and a maximum of 5 errors, with a net minimum typing speed of 40 wpm). Applications submitted without a successful typing certificate will not be considered further.

2. Written Exam (Pass/Fail based on 70%) - General knowledge exam. **All candidates are automatically invited to take the exam that is scheduled September 8, 2010. There are two exam sessions scheduled: at 2:00 PM, and again at 4:00 PM.** The exam is a general knowledge test covering attention to detail, basic math, alpha/numeric filing, grammar and punctuation, and categorizing. Applicants will have one hour to complete the exam.

- Driving directions from the Clark County Public Service Center located at 1300 Franklin, Vancouver, WA 98604 to **Test Site** located at Clark County Sheriff's Office – West Precinct located at 505 NW 179<sup>th</sup> St., Ridgefield, WA 98642.

Start at 1300 Franklin St, Vancouver on W. Franklin St going towards W 14<sup>th</sup> St – go 0.1 miles.  
Turn right on W Mill Plain Blvd – go 0.3 miles  
Continue on E Mill Plain Blvd – go 0.4 miles  
Turn left to take I-5 North – go 8.1 miles  
Take the NE 179<sup>th</sup> St exit – go 0.3 miles  
Turn left onto NE 179<sup>th</sup> St – go 0.4 miles  
NE 179<sup>th</sup> St becomes NW 179<sup>th</sup> St – go 0.2 miles  
Arrive at 505 NW 179<sup>th</sup> St, Ridgefield, WA.



3. Oral Interview (Weighted 100%) - **Interviews will be conducted September 23 and 24, 2010.** Questions will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Minimum passing score of 70% is required. The oral board will consist of a three to four member interview panel who will ask the same position-related, pre-established written questions of all candidates. The panelists' evaluations will be combined resulting in candidate interview scores. Oral board interviews are weighted 100% of the overall score.
4. Eligibility List - Successful candidates' final scores will be ranked order of high/low. All candidates who successfully pass the oral board interview process (70% or better) will be placed onto the Clark County Civil Service eligibility list for the Sheriff's Office Specialist II position according to rank. Rank is established by the candidate's overall oral board interview score. The Civil Service Commission will review and certify the list to be in effect for one year from the date of list certification.
5. Background Investigation - Involves a comprehensive investigation based on information provided by candidates' personal history statements (from high school years forward).
6. Rule of Three - As positions become available the top three candidates from the eligibility list will be invited to participate in the Sheriff's final selection interview. *(Note: All offers of employment are contingent on successfully passing a drug test and a polygraph exam).*

#### **Veteran's Preference**

In accordance with the Revised Code of Washington (RCW) 41.04.010, employment preference is given to veterans who have been discharged within the last fifteen (15) years from military service, received an honorable discharge or received a discharge for physical reasons with an honorable record from active duty.

Qualifying candidates will receive 10% added to their final (combined written and oral board exam) scores unless they are receiving military retirement. If qualifying candidates are receiving military retirement, 5% will be added to their overall final score. Veteran's working for a city or county – who are called into active service for at least one or more years, may receive 5% to first promotional examinations only. **NOTE:** *Veterans preference applies to all Clark County Sheriff's civil service entry-level positions. Please provide a DD214.*

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

Apply online on our website @ [www.clark.wa.gov](http://www.clark.wa.gov), submit a paper application which may be downloaded from [www.clark.wa.gov/hr/employment/app\\_materials.html](http://www.clark.wa.gov/hr/employment/app_materials.html), or come into our office at 1300 Franklin Street, 5<sup>th</sup> Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / Relay (800) 833-6384**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **BENEFITS**

Clark County provides employees with a liberal benefits package including medical, dental, long term disability, and life insurance; flexible spending accounts; paid vacation and sick leave; and an employee assistance program. Employees participate in Washington State Public Employee's Retirement Plan and may participate in a deferred compensation plan.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County values diversity in the workplace and is an equal opportunity employer. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**EMPLOYMENT APPLICATION  
CLARK COUNTY  
SHERIFF'S OFFICE**



**Human Resources Department**  
1300 Franklin St-5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE 360-397-2456  
FAX 360-397-2457  
Relay (800) 833-6384  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

**CIVIL SERVICE POSITIONS ONLY**

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

**GENERAL INFORMATION**

Position Applying for				Posting#	
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ( )	Work Phone ( )	Cell Phone/or other: ( )	Email Address:	Are you a United States Citizen? Yes [ ] No [ ] (RCW 41.14.100)	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]					
Most Sheriff's Office positions require shift work of day, swing, and graveyards shifts, and involve working most weekends and holidays. (Most new employees will work swing or graveyard shifts) Are you willing and able to work all shifts, holidays, and weekends: Yes [ ] No [ ] Not applicable [ ] (See specific job announcement for details)					
Have you been convicted of a felony, or a misdemeanor? Yes [ ] No [ ] Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime? (Including traffic violations) Yes [ ] No [ ] If Yes to either of these questions, explain below.					
Date	Charge	Sentence (i.e., probation, fine, etc.)		Remarks	

**EDUCATION**

All civil service positions within the Sheriff's Office require a high school diploma or GED. Do you have either? Yes [ ] No [ ]					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					
Clark County's Sheriff's Office entry level positions allow veteran's preference in accordance with Washington State law to veterans honorably released from active military service within the last fifteen (15) years, under certain circumstances, please see RCW for applicability. Do you claim veteran's preference? Yes [ ] No [ ] If Yes, please complete the following items. Are you retired from military service? Yes [ ] No [ ] All dates of active duty: From ____/____/____ To ____/____/____ mm dd yy mm dd yy					
<b>To request Veteran's Preference please attach form DD214 (long form)</b>					

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; Relay (800) 833-6384. If you have questions regarding job announcements please call (360) 397-2456.

## EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service, and volunteer work.

### ***MOST RECENT POSITION***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (      )

Specific Duties:

Dates Employed:

From              To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

**May we contact your  
current  
employer? Yes [ ] No [ ]**

Reason for leaving or considering change:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (      )

Specific Duties:

Dates Employed:

From              To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (      )

Specific Duties:

Dates Employed:

From              To

\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### **AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

**ETHNIC ORIGIN:** If you are more than one race, please indicate one group only for record-keeping purposes.  
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

**Are you a RECENTLY SEPARATED VETERAN?** Yes ☐ No ☐

**Are you an OTHER PROTECTED VETERAN?** Yes ☐ No ☐

**Are you DISABLED?** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> The Columbian        | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review     | <input type="checkbox"/> The Olympian     |

**Internet/Website Sites:**

- |   |  |                                       |  |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Columbian/Yahoo!Hot Jobs | <input type="checkbox"/> Oregonian                     | <input type="checkbox"/> Clark County | <input type="checkbox"/> Seattle Times |
| <input type="checkbox"/> El Latino de Hoy         | <input type="checkbox"/> Other Internet/Website: _____ |                                       |  |

**Other Sources:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____                |   |   |